



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

**for the NPDES/SDS General Small Municipal Separate
Storm Sewer System (MS4) Permit MNR040000
reissued with an effective date of August 1, 2013**
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of Hilltop *County: Anoka
(city, county, municipality, government agency or other entity)
*Mailing address: 4555 Jackson Street
*City: Hilltop *State: MN *Zip code: 55421
*Phone (including area code): 763.571.2023 *E-mail: rnelsen@hilltop.govoffice.com

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Nelsen *First name: Ruth
(department head, MS4 coordinator, consultant, etc.)
*Title: City Clerk
*Mailing address: 4555 Jackson Street
*City: Hilltop *State: MN *Zip code: 55421
*Phone (including area code): 763.571.2023 *E-mail: rnelsen@hilltop.govoffice.com

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Ryan First name: April
(department head, MS4 coordinator, consultant, etc.)
Title: Water Resources Engineer
Mailing address: 1200 25th Avenue South
City: St. Cloud State: MN Zip code: 56302
Phone (including area code): 320.229.4300 E-mail: aryan@sehinc.com

Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Ruth Nelsen
(This document has been electronically signed)

Title: City Clerk Date (mm/dd/yyyy): 10/29/2013

Mailing address: 4555 Jackson Street NE

City: Hilltop State: MN Zip code: 55421

Phone (including area code): 763-571-2023 E-mail: rnelsen@hilltop.govoffice.com

Note: The application will not be
processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Clean Water Minnesota Media Campaign	MCM 1

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

The city financially supports the Clean Water Minnesota Media Campaign through membership fees. The Clean Water Minnesota Media Campaign reminds Minnesotans that clean water is essential for life. Membership fees help fund radio and television ads and provide students, teachers and municipalities with educational resources that teach people to protect water in Minnesota by controlling run-off pollution.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language
☐ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code: Section 9110 – Illicit Discharge Detection and Elimination – Stormwater

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If **no**:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language
☐ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code: Section 10070.60 Subd. 5 Site Erosion Control

Direct link:

- ☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg.*

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City's current ESC ordinance is as least as stringent as the MPCA Construction Stormwater (CSW) permit for the erosion and sediment control and waste control requirements that are in place. The city will review and update the current ordinance to include updated or additional requirements as necessary to meet permit requirements (Part III.D.4.a). This effort will be completed within 12 months of the date permit coverage is extended

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.4. The City will update their ordinance to require owners and operators of construction activity to conduct site inspections and records of rainfalls which are at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended.

C.7. The City currently has requirements for stabilizing exposed soils. The city will update their ordinance to require owners and operators of construction activity to conduct final stabilization to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended.

Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language
☐ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code: Section 10070: Surface Water Management

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

- B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
 - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).
 - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
 - a. Limitations
 - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
 - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
 - a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.
 - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management ☐ Yes ☒ No

in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
 - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
 - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
 - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
 - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
 - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
 - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B.2.a -b: The City currently requires that permanent stormwater management facilities are design so that the two-year, ten-year, and 100-year storm peak discharge rates existing before the proposed development are not increased, stormwater runoff from a developed site will leave at no greater rate or lesser quality than the stormwater run-off from the site in undeveloped condition, and are designed according to standards approved by the Engineer. The city will update their ordinance as necessary to include requirements for the post construction management of volume, total suspended solids, and total phosphorous in accordance with permit requirements (Part III.D.5.a(2)). This effort will be completed within 12 months of the date permit coverage is extended.

B.3.a.1-3: The City will update their ordinance as necessary to include limitations (prohibiting, restricting, and exceptions) for the use of infiltration techniques to address post-construction stormwater management in accordance

with permit requirements (Part III.D.5.a (3)). This effort will be completed within 12 months of the date permit coverage is extended.

B.4.a-f: The City will update their ordinance as necessary to address mitigation provisions for post construction stormwater management of TSS and/or TP in accordance with permit requirements (Part III.D.5.a(4)). This effort will be completed within 12 months of the date permit coverage is extended.

B.5.a-c: The city will develop or updated their existing regulatory mechanisms to provide for the establishment of legal mechanisms between the city and owners and operators responsible for long-term maintenance of privately owned and operated structural BMPs in accordance with permit requirements (Part III.5.a.(5)). This effort will be completed within 12 months of the date permit coverage is extended.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

The city's IDDE Ordinance includes a section on violations and penalties for any person violating any portion of the ordinance. The city has a process for enforcement of its ESC or Post Construction Ordinances; however, there are currently no written procedures. The City will update / develop written ERPs in accordance with permit requirements (Part III.B). This effort will be completed within 12 months of the date permit coverage is extended.

B. Describe your ERPs:

The city's IDDE Ordinance (City Code: Section 9110.12 – Violations and penalties) includes a section on violations and Penalties for any person violating any portion of the ordinance. Violations are considered a misdemeanor and can result in emergency cease and desist orders, suspension of MS4 access, abatement at violator's expense, civil action, or other remedies available under any applicable federal, state or local law.

The city has no set or written procedures for enforcement of its ESC or Post Construction Ordinances but currently implements notice of violations, stop-work-orders, and criminal actions to enforce violations.

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

The City's storm sewer system map includes the city's stormwater conveyance system, ponds, and outfalls. The map is reviewed and updated annually with the assistance of the city's engineering consultant firm.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☐ Yes ☒ No
4. All receiving waters. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

B.2: The City's storm sewer system does not include any outfalls to receiving waters. Runoff leaves the city's jurisdiction through storm sewer pipes to the neighboring city of Columbia Heights. The City will update the stormwater system map to include unique identification numbers and geographic coordinates for each location where storm sewer permanently leaves the City's jurisdiction (outfall) in accordance with permit requirements (Part III.C.1.b). This effort will be completed within 12 months of the date permit coverage is extended.

B.3-4: The city will review the current map for accuracy and completeness; making sure the City's structural stormwater BMPs and receiving waters are included on the map, in accordance with permit requirements (Part III.C.1.c-d). This effort will be completed within 12 months of the date permit coverage is extended.

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the ☐ Yes ☒ No

collection of stormwater via constructed conveyances.

2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☐ Yes ☒ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☐ Yes ☒ No
2. A geographic coordinate. ☐ Yes ☒ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☐ Yes ☒ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.1-2 & D.1-3: The City will complete an inventory of all stormwater treatment ponds, wetlands, and lakes within the City's jurisdiction. The inventory will include at a minimum, unique identification numbers, geographic coordinates, and type of feature, in accordance with permit requirements (Part III.C.2). This effort will be completed within 12 months of the date permit coverage is extended.

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. ☐ Yes ☒ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

In addition to supporting the Clean Water Minnesota Media Campaign as discussed previously in the Partnerships section, the City of Hilltop implements an education program which includes:

- Published articles in the Hilltop newsletter
- A city website
- Education materials available at city facilities
- Direct mailings to businesses and residents
- Storm water treatment system standards and guidance provided to developers as initial contacts are made.
- Storm drain stenciling
- Coordination of weekly curbside recycling pickup
- Coordination of spring cleaning day

The City intends to continue implementing a similar education program as described above

The City's current education efforts emphasize illicit discharges, construction site runoff, and post construction stormwater management. The city will review these priority areas and update as needed to address stormwater related issues specific to the city.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
	Ongoing: Provide flyers at city facilities. Maintain a list of available information.
Informational Flyers	Annually: Review and update information.
Newsletter Articles	Annually: Publish articles on stormwater management priority areas.
	Distribute information through direct mailings. Provide literature to developers, contractors, neighborhood groups, and city staff.
	Ongoing: Maintain a list of available information.
Distribute Educational Materials	Annually: Review and update information.
Storm Drain Stenciling	Annually: Inspect and maintain stenciling as needed.
Curbside Recycling	Weekly: Provide curbside pick of recycling
Spring Cleanup	Annually: Coordinate spring cleanup day
BMP categories to be implemented	Measurable goals and timeframes
	Annually: Post water resources information and articles related to the to be determined priority areas.
	Ongoing: Post IDDE reporting information
	Ongoing: Post the City's Surface Water management Plan, IDDE, ESC and Post Construction Ordinances
City Website	Ongoing: Maintain links to Anoka County, MPCA, Local Watershed Districts, and Uof M Extension Services.
Documentation	Within 12 months of the date permit coverage is extended: Updated program to include documentation requirements to meet permit requirements (Part III.D.1.c).

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Clerk

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The city holds an annual public meeting to review program details and program progress with the public. The meeting also provides an opportunity for the public to give input and/or ask questions. The meeting is noticed in the local paper following applicable public notice requirements. The city takes into consideration both written and verbal forms of public input at the meeting and throughout the year. The city maintains a point of contact and phone number for use by the public to report illicit discharges, report stormwater noncompliance concerns, and/or provide input, give comments, and/or ask questions about the MS4 program. Contact information is provided on the City's website. The City also makes the SWPPP and other permit related information available at City Hall during regular business hours.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Public Meeting	Annually: Continue to hold public meeting following applicable public notice requirements.
	Ongoing: Continue to provide reporting and comment contact information on City's website.
SWPPP and Permit Document Access	

	Ongoing: Continue to provide SWPPP and other permit documents as requested.
BMP categories to be implemented	Measurable goals and timeframes
SWPPP and Permit Document Access	Within 12 months of the date permit coverage is extended: Post SWPPP and the City's Stormwater Management Plan on the City's website.
Documentation	Within 12 months of the date permit coverage is extended: Updated program to include documentation requirements to meet permit requirements (Part III.D.2.b).

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Clerk

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The City maintains and annually reviews a Storm Sewer System Map. The map includes the stormwater conveyance system, ponds, and outfalls. There are no water bodies or wetlands located in the City's jurisdiction. The City has an IDDE ordinance which prohibits non-stormwater discharges into the storm sewer system.

The City conducts regular inspections of its stormwater system and conducts site specific inspections as reports are received. The city completes dry weather inspections of the storm sewer system outfalls each year. City staff is watchful for signs of illicit discharges while conducting daily activities and continually explores opportunities to expand existing inspection programs to identify illicit connections and illegal dumping.

City staff participates in public works training programs sponsored by various organizations on stormwater related issues, including illicit discharge and elimination. Internal spill prevention and control training is also conducted annually and includes information on street maintenance, sewers, vehicle maintenance, and illicit discharges.

The City maintains a point of contact at City Hall during regular business hours and a phone number on their website for reporting illicit discharges.

The city participates in the Anoka County Hazardous Waste and Recycling Program. The City annually reviews sources of non-stormwater discharges or flows to evaluate the significance of each potential source.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). ☒ Yes ☐ No
- Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. ☒ Yes ☐ No
- Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. ☐ Yes ☒ No
- Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been ☐ Yes ☒ No

identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge.

- e. Procedures for the timely response to known, suspected, and reported illicit discharges. ☐ Yes ☒ No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. ☐ Yes ☒ No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. ☐ Yes ☒ No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.2.c The City will review and update its staff training program in accordance with permit requirements (Part III.D.3.e). This effort will be completed within 12 months of the date permit coverage is extended.

C.2.d The City will expand its annual review of potential sources of non-stormwater discharges or flows to include the identification of priority areas likely to have illicit discharges in accordance with permit requirements (Part III.D.3.f). This effort will be completed within 12 months of the date permit coverage is extended.

C.2.e-g The City will review and update their procedures for the timely response to known, suspected, and reported illicit discharges to meet permit requirements (Part III.D.3.g). This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Storm Sewer System Map	Annually: Review and update. Ongoing: Enforce ordinance requirements.
Ordinance	Annually: Review and update as needed. Ongoing: Respond/ inspect reports of illicit discharges. Annually: Inspect outfalls. Ongoing: Maintain a point of contact at City Hall and illicit discharge reporting phone number on website.
Detection and Elimination	Annually: Review and update Detection and Elimination program as needed.
Identification of Non Stormwater Discharges and Flows	Annually: Evaluate the significance of each potential non-stormwater source.
BMP categories to be implemented	Measurable goals and timeframes
Storm Sewer System Map	Within 12 months of the date permit coverage is extended: Review and update as necessary to meet permit requirements (Part III.D.3.a).
Ordinance	Within 12 months of the date permit coverage is extended: Review and update as necessary to meet permit requirements (Part III.D.3.b).
Detection and Elimination	Within 12 months of the date permit coverage is extended: Update procedures for the timely response to illicit discharges to meet permit requirements (Part III.D.3.g)
Illicit Discharge Information Program	Within 12 months of the date permit coverage is extended: Update a staff training program which will include information on IDDE in accordance with permit requirements (Part III.D.3.e)
Identification of Non Stormwater Discharges and Flows	Within 12 months of the date permit coverage is extended: Include the identification of priority areas likely to have illicit discharges in accordance with permit requirements (Part

	III.D.3.f). Annually: Review and update priority areas as necessary.
Documentation	Within 12 months of the date permit coverage is extended: Updated program to include documentation requirements in accordance with permit requirements (Part III.D.3.h).

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

C.4 The City will review and update their documentation process in accordance with permit requirements (Part III.D.3.h). This effort will be completed within 12 months of the date permit coverage is extended.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Clerk

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

The City's ordinance establishes requirements for erosion and sediment controls on construction sites. The city's education program, permitting process, and ordinances ensure the use of appropriate planning tools, ESC BMPs, and waste controls on construction sites. The city provides education information to contractors and developers as initial contacts are made.

The City's procedures for site plan review include review of all land disturbing activities for compliance with erosion and sediment control regulations prior to issuing a building and/or grading permit. All projects involving land disturbing activities are reviewed by the City Engineer and are required to obtain a grading permit, post an escrow for erosion and sediment control, and pass an initial erosion control inspection before work can begin.

The City maintains a point of contact at City Hall during regular business hours and a phone number on their website for the public to provide input, report noncompliance and/or other construction site stormwater information.

The city currently inspects all construction sites to review compliance with code and permit requirements. The city utilizes written procedures for conducting site inspections and enforcement. The City Engineer and Building Inspector complete the initial inspection, weekly site inspections during construction and, final project review.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☒ Yes ☐ No
 - Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
 - Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
 - Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
 - Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
 - Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☒ Yes ☐ No
 - Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☒ Yes ☐ No
 - Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
 - Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
 - Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

D.2.c The city has a process for the receipt and consideration of construction site noncompliance reports and other stormwater related input; however, there are currently no written procedures for this process. The city will update its program for receipt and consideration of public stormwater reports to include written procedures in accordance with permit requirements (Part III.D.4.c). This effort will be completed within 12 months of the date permit coverage is extended.

D.2. d.1 The city has written procedures for conducting site inspections; however, there are currently no written procedures for identifying priority sites. The city will update its current site inspection process to include written procedures and documentation requirements in accordance with permit requirements (Part III.D.4.d & f). This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
	Ongoing: Enforce ordinance requirements.
Ordinance	Annually: Review and update as needed.
Site Plan Review	Ongoing: Implement permit process and review site plans for compliance with city ordinances and permits.
Receipt and Consideration of Stormwater Noncompliance Reports.	Ongoing: Maintain contact for reporting noncompliance.
Site Inspections and Enforcement	Ongoing: Provide reporting contact information on city website. Ongoing: Conduct inspections for compliance with city ordinances and permits.
BMP categories to be implemented	Measurable goals and timeframes
Ordinance	Within 12 months of the date permit coverage is extended: Review and update as necessary to meet permit requirements (Part III.D.4.a).
Receipt and Consideration of Stormwater Noncompliance Reports.	Within 12 months of the date permit coverage is extended: Develop written procedures for receipt and consideration of construction site noncompliance reports in accordance with permit requirements (Part III.D.4.c & f)
Site Inspections and Enforcement	Within 12 months of the date permit coverage is extended: Update written procedures and checklists for conducting site inspections in accordance with permit requirements (Part III.D.4.d & f).
Documentation	Within 12 months of the date permit coverage is extended: Updated program to include documentation requirements in accordance with permit requirements (Part III.D.4.f).

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:
City Clerk

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

The City's ordinance establishes requirements for post construction stormwater management. The City currently requires that drainage design and stormwater management facilities meet these requirements and are designed to standards approved by the Engineer. The City Engineer completes all site plan reviews requiring post-construction stormwater management. The city encourages alternative treatment systems. The city requires investigation in developing the following stormwater management systems when completing a site design:

natural infiltration

flow attenuation

retention facilities

detention facilities

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
 - a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☒ Yes ☐ No
 - b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
 - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
 - d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

E.3.b-c The city currently allows for in-kind or monetary contribution to the development and maintenance of community storm water management facilities. The city will review its current requirements and make updates as necessary in accordance with permit requirements (Part III.D.5.a.(4)). This effort will be completed within 12 months of the date permit coverage is extended.

E.3.d The city currently does not enter into legal agreements with owners or operators responsible for the long term maintenance of privately owned and operated structural stormwater BMPs. The city will develop or updated existing regulatory mechanism(s) to provide for the establishment of legal mechanisms between the city and owners and operators responsible for long-term maintenance of privately owned and operated structural BMPs in accordance with permit requirements (Part III.5.a.(5)). This effort will be completed within 12 months of the date permit coverage is extended.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
	Ongoing: Enforce ordinance requirements.
Ordinance	Annually: Review and update as needed.
Site Plan Review	Ongoing: Implement permit process and review site plans for compliance with city ordinances and permits.
BMP categories to be implemented	Measurable goals and timeframes
	Within 12 months of the date permit coverage is extended: Review and update as necessary to meet permit requirements (Part III.D.5.a).
Ordinance	
	Within 12 months of the date permit coverage is extended: Updated program to include documentation requirements in accordance with permit requirements (Part III.D.5.c).
Documentation	

- Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Clerk

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

- The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The City of Hilltop is a "Little City with a Big Heart". The City consists of 16 city blocks (0.12 sq. mi.) and a population of approximately 744 people. The city has no lakes, ponds, creeks, streams or other water bodies. City staff is involved with the day to day operations and maintenance of public infrastructure and properties. City staff is an integral part of protecting water quality in receiving waters.

The city implements a street sweeping program for vehicle safety, pedestrian safety, water quality, and environmental reasons. Street sweeping is conducted on an ongoing and on an as needed basis.

City staff inspects system component to look for sediment and debris buildup and proper functioning of the system. Staff inspects 100% of the pollution control devices, ponds, and outfalls each year. The City currently operates a program of cleaning structural BMPs including catch basins, storm water ponds, and system outfalls. The city conducts regular inspections and maintenance on the entire storm sewer system as needed. The city operates material covered stockpiles and handling areas which are inspected annually and maintained as needed. The city utilizes standard forms for creating follow-up work orders for major and minor maintenance activities.

The city has a staff-training program and sends staff to outsource training and certification programs. The city also conducts internal staff training annually, which includes information on IDDE, BMP management, new construction and storm sewer system maintenance along with other resources, and stormwater items.

- Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No
- If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

F.3 The City will develop a facilities inventory to include city-owned facilities which contribute pollutants to stormwater discharges in accordance with permit requirements (Part III.6.a). This effort will be completed within 12 months of the date permit coverage is extended.

- List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Municipal Operations	Annually: Review, update, and implement city facilities and municipal operations BMPs as necessary.
Street Sweeping	Ongoing: Track time, distance, or pounds of sediment while conducting street sweeping operations.
	Annually: Inspect structural stormwater BMPs, outfalls and ponds.
	Quarterly: Increase inspections of material stockpiles and handling areas to at least quarterly.
Inspection	Ongoing: Respond/ inspect reports stormwater system issues. Annually: Review and update inspection frequency as needed.
Maintenance Measures	Ongoing: Conduct maintenance as required with site inspection findings and received reports.
Training	Annually: Provide staff with appropriate training.
BMP categories to be implemented	Measurable goals and timeframes
Facility Inventory	Within 12 months of the date permit coverage is extended: Develop facilities inventory to meet permit requirements (Part III.6.a). Annually: Review and update as needed.
Municipal Operations	Within 12 months of the date permit coverage is extended:

	Evaluate existing city facility and municipal operation BMPs and develop a schedule for revising and implementing additional BMPs if needed.
Pond Assessment	Within 12 months of the date permit coverage is extended: Develop procedures and schedule to determine pond effectiveness to meet the permit (Part III.6.d)
Training	Within 12 months of the date permit coverage is extended: Review staff training program and update if necessary to meet permit requirements (Part III.D.6.g)
Documentation	Within 12 months of the date permit coverage is extended: Updated program to include documentation requirements in accordance with permit requirements (Part III.D.6.h).

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☐ Yes ☒ No

a. If **no**, continue to 6.

b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☐ Yes ☐ No

2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☐ Yes ☐ No

c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☐ No

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:

a. Addresses the importance of protecting water quality? ☒ Yes ☐ No

b. Covers the requirements of the permit relevant to the duties of the employee? ☒ Yes ☐ No

c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

F.6 The city will develop procedures and schedules for determining the TSS and TP effectiveness of city owned/operated ponds in accordance with permit requirements (Part III.D.6.d). This effort will be completed within 12 months of the date permit coverage is extended.

F.7 The city's current inspection program meets all permit requirements except inspection frequency of stockpiles and material storage and handling areas. The city will update its inspection program to include quarterly inspection of these areas in accordance with permit requirements (Part III.D.6.e). This effort will be completed within 12 months of the date permit coverage is extended.

F.8. c The city will review and update its staff training program to include schedules for training of new and/or seasonal employees in accordance with permit requirements (Part III.D.6.g). This effort will be completed within 12 months of the date permit coverage is extended.

F.9 The city will review and update its documentation procedures in accordance with permit requirements (Part III.D.6.h). This effort will be completed within 12 months of the date permit coverage is extended.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Clerk

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program

SECTION 9110. - ILLICIT DISCHARGE DETECTION AND ELIMINATION - STORMWATER

- 9110.10 Purpose of division.
- 9110.20 Definitions.
- 9110.30 Applicability.
- 9110.40 Responsibility for administration.
- 9110.50 Compatibility with other regulations.
- 9110.60 Severability.
- 9110.70 Ultimate responsibility.
- 9110.80 Discharge prohibitions.
- 9110.90 Watercourse protection.
- 9110.100 Right of entry.
- 9110.110 Requirement to prevent, control, and reduce stormwater pollutants by the use of best management practices.
- 9110.120 Violations and penalties.
- 9110.130 Remedies not exclusive.

9110.10 - Purpose of division.

The purpose of this division is to provide for the health, safety, and general welfare of the citizens of the City of Hilltop through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This division establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the MS4 permit issued to the City of Hilltop by the Minnesota Pollution Control Agency (MPCA) under the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this division are:

- (1) To regulate the contribution of pollutants to the MS4 by stormwater discharges by any user.
- (2) To prohibit illicit connections and discharges to the MS4.
- (3) To establish legal authority to carry out all inspection, surveillance, monitoring, and enforcement procedures necessary to ensure compliance with this division.

9110.20 - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Hazardous materials means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal discharge means any direct or indirect non-stormwater discharge to the storm drain system, except as exempted in section 9110.80 of this article.

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Illicit connections is defined as either of the following:

- (1) Any drain or conveyance, whether on the surface or subsurface that allows an illegal discharge to enter the storm drain system including but not limited to sewage, process wastewater, wash water and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency; or
- (2) Any drain or conveyance connected from a commercial or industrial land use to the storm drain system that has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Industrial activity means activities subject to NPDES Industrial Stormwater Permits as defined in 40 CFR, Section 122.26 (b)(14).

Municipal separate storm sewer system (MS4) means the system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City of Hilltop and designed or used for collecting or conveying stormwater, and that is not used for collecting or conveying sewage.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit means a permit issued by Minnesota Pollution Control Agency that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-stormwater discharge means any discharge to the storm drain system that is not composed entirely of stormwater.

Person means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

Pollutant means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Storm drainage system means publicly-owned facilities by which stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Stormwater means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

Stormwater management plan means a document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at

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a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

Wastewater means any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

Watercourse means a ditch, stream, creek, or other defined channel intended for the conveyance of water, runoff, groundwater discharge or similar hydraulic or hydrologic purpose.

9110.30 - Applicability.

This division shall apply to all water entering the storm drainage system generated on any developed and undeveloped lands unless explicitly exempted by the City of Hilltop.

9110.40 - Responsibility for administration.

The City of Hilltop shall administer, implement, and enforce the provisions of this division. Any powers granted or duties imposed upon the City of Hilltop may be delegated in writing by the city clerk to persons or entities acting in the beneficial interest of or in the employ of the city.

9110.50 - Compatibility with other regulations.

This division is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this division are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this division imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

9110.60. - Severability.

The provisions of this division are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this division or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this division.

9110.70 - Ultimate responsibility.

The standards set forth herein and promulgated pursuant to this division are minimum standards; therefore this division does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

9110.80 - Discharge prohibitions.

(a) *Prohibition of illegal discharges.* No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the MS4 any pollutants or waters containing any pollutants, other than stormwater. The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

- (1) The following discharges are exempt from discharge prohibitions established by this division: water line flushing, landscape irrigation, diverted stream flows, rising groundwater, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs,

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water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, and street wash water.

a. Discharge of swimming pools, crawl spaces, sump pumps, footing drains, and other sources that may be determined to contain sediment or other forms of pollutants may NOT be discharged directly to a gutter or storm sewer. This discharge must be allowed to flow over a vegetated area to allow filtering of pollutants, evaporation of chemicals, and infiltration of water consistent with the stormwater requirements of the City of Hilltop.

(2) Discharges or flow from firefighting, and other discharges specified in writing by the City of Hilltop as being necessary to protect public health and safety.

(3) Discharges associated with dye testing, however this activity requires a verbal notification to the City of Hilltop prior to the time of the test.

(4) The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Minnesota Pollution Control Agency (MPCA), provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

(b) *Prohibition of illicit connections.*

(1) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

(2) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(3) A person is considered to be in violation of this division if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

(4) Improper connections in violation of this division must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the City of Hilltop.

(5) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the City of Hilltop requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the City of Hilltop.

9110.90 - Watercourse protection.

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, yard waste, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the

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flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

9110.100 - Right of entry.

The City of Hilltop shall be permitted to enter and inspect facilities subject to regulation under this division as often as may be necessary to determine compliance with this division.

9110.110 - Requirement to prevent, control, and reduce stormwater pollutants by the use of best management practices.

The City of Hilltop will adopt requirements identifying best management practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the storm drain system, or waters of the United States. The owner or operator of such activity, operation, or facility shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs.

Further, any person responsible for a property or premise that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater management plan (SWMP) as necessary for compliance with requirements of the NPDES permit.

9110.120 - Violations and penalties.

Any person violating any provision of this article is guilty of a misdemeanor.

(1) *Emergency cease and desist orders.* When the City of Hilltop finds that any person has violated, or continues to violate, any provision of this division, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the state which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City of Hilltop may issue an order to the violator directing it immediately to cease and desist all such violations

(2) *Suspension due to the detection of illicit discharge.* Any person discharging to the MS4 in violation of this division may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. Such suspension may also be imposed if it is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger.

(c) *Violations deemed a public nuisance.* In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this division is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense; and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

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9110.130 - Remedies not exclusive.

The remedies listed in this division are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City of Hilltop to seek cumulative remedies. The City of Hilltop may recover all attorney's fees, court costs and other expenses associated with enforcement of this division, including sampling and monitoring expenses.

SECTION 10070: SURFACE WATER MANAGEMENT.**10070.10 FINDINGS.**

The City of Hilltop hereby finds that uncontrolled and inadequately planned use of wetlands, woodlands, natural habitat areas, areas subject to soil erosion and areas containing restrictive soils adversely affects the public health, safety, and general welfare by impacting water quality and contributing to other environmental problems, creating nuisances, impairing other beneficial uses of environmental resources and hindering the ability of the City of Hilltop to provide adequate water, sewage, flood control and other community services. In addition, extraordinary public expenditures may be required for the protection of persons and property in such areas and in areas which may be affected by unplanned land usage.

10070.20 PURPOSE.

The purpose of this Section is to promote, preserve and enhance the natural resources within the City of Hilltop and protect them from adverse effects occasioned by poorly sited development or incompatible activities by regulating land disturbing or development activities that would have an adverse and potentially irreversible impact on water quality and unique and fragile environmentally sensitive land; by minimizing conflicts and encouraging compatibility between land disturbing and development activities and water quality and environmentally sensitive lands; and by requiring detailed review standards and procedures for land disturbing or development activities proposed for such areas, thereby achieving a balance between urban growth and development and protection of water quality and natural areas.

10070.30 SCOPE AND EFFECT.**Subd. 1. Applicability.**

- A. Investigation prior to Building Permit Issuance Required: After any building permit has been applied for and prior to the issuance of said permit the City shall thoroughly investigate the existing drainage features of the property to be used.
- B. Additionally, every applicant for new residential subdivision approval or a permit to allow land disturbing activities within the C-1 District must submit a storm water management plan to the City.
- C. No subdivision approval or permit to all land disturbing activities, including but not limited to mining, excavation, filling and grading shall be issued until approval of the storm water management plan or a waiver of the approval requirement has been obtained in conformance with the provisions of this Ordinance.
- D. Undrainable Lands: No building permit shall be issued for the construction of any building upon ground which cannot be properly drained.
- E. Obstruction of Natural Drainage Prohibited: No building permit shall be issued for the construction of any building of which construction or necessary grading thereto shall obstruct any natural drainage waterway.
- F. Protection of Existing Drainage Installations:
 - 1. Where application is made for a building permit and subsequent investigation shows that the property to be occupied by said building

is adjacent to a portion of a public road or street containing a drainage culvert, catch basin, sewer, special ditch or any other artificial drainage structures used for the purpose of draining said property and/or neighboring property, the applicant shall specifically agree in writing to protect these waterways in such a way that they shall not be affected by the proposed building construction or grading work incidental thereto.

2. No land shall be altered and no use shall be permitted that results in water run-off causing flooding, erosion or deposits of minerals on adjacent properties. Stormwater run-off from a developed site will leave at no greater rate or lesser quality than the stormwater run-off from the site in an undeveloped condition. Stormwater run-off shall not exceed the rate of run-off of the undeveloped land for a 24-hour storm with a one (1) year return frequency. Detention facilities shall be designed for a 24-hour storm with a 100-year return frequency. All run-offs shall be properly channeled into a storm drain watercourse, ponding area or other public facility designed for that purpose. Any change in grade affecting water run-off onto an adjacent property must be approved by the City.

G. Order to Regrade: The City may order the applicant to regrade property if existing grade does not conform to any provision of this Section, if the grade indicated in the preliminary plan has not been followed or if the grade poses a drainage problem to neighboring properties.

H. The provisions of this Section apply to all land, public or private, located within the City of Hilltop.

Subd. 2. Exemptions.

A. The provisions of this Section do not apply to:

1. Any part of a subdivision if a plat for the subdivision has been approved by the City of Hilltop on or before the effective date of this Ordinance.
2. Any land disturbing activity for which plans have been approved by the watershed management organization within six months prior to the effective date of this Ordinance.
3. A lot for which a zoning permit has been approved on or before the effective date of this Ordinance.
4. Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles.
5. Emergency work to protect life, limb or property.

Subd. 3. Waiver.

The City upon recommendation of the Planning Commission, may waive any requirement of this Section upon making a finding that compliance with the requirement will involve an unnecessary hardship and the waiver of such requirement will not adversely affect the standards and requirements set forth in this Section. The City may require as a condition of the waiver, such dedication or construction, or agreement to dedicate or construct as may be necessary to adequately meet said standards and requirements.

10070.40 STORM WATER MANAGEMENT PLAN APPROVAL PROCEDURES.**Subd. 1. Plan Approval Required.**

- A. A written application for storm water management plan approval, along with the proposed storm water management plan, shall be filed with the City Clerk and shall include a statement indicating the grounds upon which the approval is requested, that the proposed use is permitted by right or as an exception in the underlying zoning district and adequate evidence showing that the proposed use will conform to the standards set forth in this Section. Prior to applying for approval of a storm water management plan, an applicant may have the storm water management plans reviewed by the City.
- B. Two sets of clearly legible blue or black lined copies of drawings and required information shall be submitted to the City and shall be accompanied by a receipt evidencing payment of fees (if applicable) for processing and approval as set forth in Subdivision 5 (E), and a bond when required by Subdivision 5 (D) in the amount to be calculated in accordance with that subdivision. Drawings shall be prepared to scale appropriate to the site of the project and suitable for the review to be performed. At a minimum the scale shall be one (1) inch equals 100 feet.

Subd. 2. Storm Water Management Plan.

At a minimum, the storm water management plan shall contain the following information:

- A. Existing Site Map: A map of existing site conditions showing the site and immediately adjacent areas, including:
 - 1. The name and address of the applicant; a legal description of the property directly associated with the request; north point; date; scale of drawing; and number of sheets;
 - 2. Location of the tract by an insert map at a scale sufficient to clearly identify the location of the property and giving such information as the names and numbers of adjoining roads, railroads, utilities, subdivisions, towns and districts or other landmarks;
 - 3. Existing topography with a contour interval appropriate to the topography of the land but in no case having a contour interval greater than two (2) feet;
 - 4. A delineation of all streams, rivers, public waters, and wetlands located on and immediately adjacent to the site, including depth of water, a description of vegetation which may be found in the water, a statement of general water quality, and any classification given to the water body or wetland by the Minnesota Department of Natural Resources, the Minnesota Pollution Control Agency, and/or the United States Army Corps of Engineers;
 - 5. Location and dimensions of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site delineating in which direction and at what rate storm water is conveyed from the site, identifying the receiving stream, river, public water, or wetland, and setting forth those areas of the unaltered site where storm water collects;
 - 6. A description of the soils of the site, including a map indicating soil types of areas to be disturbed as well as a soil report containing information on the suitability of the soils for the type of development proposed and for the type of sewage disposal proposed and

describing any remedial steps to be taken by the Developer to render the soils suitable;

7. Vegetative cover and clearly delineating any vegetation proposed for removal; and,
8. 100 year floodplains, flood fringes, and floodways.

B. Site Construction Plan: A site construction plan including:

1. Locations and dimensions of all proposed land disturbing activities and any phasing of those activities;
2. Locations and dimensions of all temporary soil or dirt stockpiles;
3. Locations and dimensions of all construction site erosion control measures necessary to meet the requirements of this Section;
4. Schedule of anticipated starting and completion date of each land disturbing activity including the installation of construction site erosion control measures needed to meet the requirements of this Section; and,
5. Provisions for maintenance of the construction site erosion control measures during construction.

C. Plan of Final Site Conditions: A plan of final site conditions on the same scale as the existing site map showing the site changes including:

1. Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship of proposed changes to existing topography and remaining features;
2. A drainage plan of the developed site delineating in which direction and at what rate storm water will be conveyed from the site and setting forth the areas of the site where storm water will be allowed to collect;
3. The proposed size, alignment, and intended use of any structures to be erected on the site;
4. A clear delineation and tabulation of all areas which shall be paved or surfaced, including a description of the surfacing material to be used; and,
5. Any other information pertinent to the particular project which in the opinion of the applicant is necessary for the review of the project.

10070.50 PLAN REVIEW PROCEDURE.

Subd. 1. The applicant shall submit a copy of any/all required storm water management plans to the City of Hilltop and the local Watershed Management Organization. The applicant shall provide confirmation of the local Watershed Management Organization's receipt thereof.

Subd. 2. Process.

Storm water management plans meeting the requirements of Subsection 10070.40 shall be submitted by the City Clerk to the City Engineer and Planning Commission for review in accordance with the standards of Subsection 10070.60. The Planning Commission shall recommend approval, recommend approval with conditions, or recommend denial of the storm water management plan to the City Council. Following Planning Commission action, the storm water management plan shall be submitted to the City Council at its next available meeting. City Council action on the storm water management plan must be accomplished within 60 days following the date the application for approval is filed with the City Clerk.

Subd. 2. Duration.

Approval of a plan submitted under the provisions of this Section shall expire one year after the date of approval unless construction has commenced in accordance with the plan. However, if prior to the expiration of the approval, the applicant makes a written request to the City Clerk for an extension of time to commence construction setting forth the reasons for the requested extension, the City may grant one extension of not greater than one single year. Receipt of any request for an extension shall be acknowledged by the City Clerk within 15 days. The City Clerk, after consulting with the City Engineer shall make a decision on the extension within 30 days of receipt. Any plan may be revised in the same manner as originally approved.

Subd. 3. Conditions.

- A. A storm water management plan may be approved subject to compliance with conditions reasonable and necessary to insure that the requirements contained in this Section are met.
- B. Such conditions may, among other matters, limit the size, kind or character of the proposed development; require the construction of structures, drainage facilities, storage basins, and other facilities; require replacement of vegetation; establish required monitoring procedures; stage the work over time; require alternation of the site design to insure buffering; and require the conveyance to the City or other public entity of certain lands or interests therein.

Subd. 4. Performance Bond.

- A. Prior to approval of any storm water management plan, the applicant shall submit an agreement to construct such required physical improvements, to dedicate property or easement, or to comply with such conditions as may have been agreed to. Such agreement shall be accompanied by a bond to cover the amount of the established cost of complying with the agreement. The agreement and bond shall guarantee completion and compliance with conditions within a specific time, which time may be extended.
- B. The adequacy, conditions, and acceptability of any agreement and bond shall be determined by the City Council or any official of the City as may be designated by resolution of the City Council.

Subd. 5. Fees.

All applications for storm water management plan approval shall be accompanied by a processing and approval fee, if applicable, and as specified by the City Council through resolution.

10070.60 APPROVAL STANDARDS.

No storm water management plan which fails to meet the standards contained in this Section shall be approved by the City Council.

Subd. 1. Site Dewatering: Water pumped from the site shall be treated by temporary sedimentation basins, grit chambers, sand filters, upflow chambers, hydro-cyclones, swirl concentrators or other appropriate controls as appropriate. Water may not be discharged in a manner that causes erosion or flooding of the site or receiving channels or a wetland.

Subd. 2. Waste and Material Disposal: All waste and unused building materials, including but not limited to, garbage, cleaning wastes, debris, wastewater, toxic materials, or hazardous materials, shall be properly disposed of off-site and not allowed to be carried by runoff into a receiving channel or storm sewer system.

Subd. 3. Tracking: Each site shall have graveled roads, access drives, and parking areas of sufficient width and length to prevent sediment from being tracked onto public or private roadways. Any sediment reaching a public or private road shall be removed by street cleaning (not flushing) before the end of each workday.

Subd. 4. Drain Inlet Protection: All storm drain inlets shall be protected during construction until control measures are in place with a straw bale, silt fence or equivalent barrier meeting accepted design criteria, standards, and specifications contained in the Minnesota Pollution Control Agency publication entitled "Protecting Water Quality in Urban Areas".

Subd. 5. Site Erosion Control: The following criteria (A through D) apply only to construction activities that result in runoff leaving the site.

- A. Channeled runoff from adjacent areas passing through the site shall be diverted around disturbed areas, if practical. Otherwise, the channel shall be protected as described below. Sheetflow runoff from adjacent areas greater than 10,000 square feet in area shall also be diverted around disturbed areas, unless shown to have resultant runoff rates of less than 0.5 feet/second across the disturbed area for the one year storm. Diverted runoff shall be conveyed in a manner that will not erode the conveyance and receiving channels.
- B. All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at any one time.
- C. Runoff from the entire disturbed area on the site shall be controlled by meeting either Subsection (1) and (3) or (1) and (3):
 - (1) All disturbed ground left inactive for fourteen (14) or more days shall be stabilized by seeding or sodding (only available prior to September 15) or by mulching or covering or other equivalent control measure.
 - (2) For sites with more than ten acres disturbed at one time, or if a channel originates in the disturbed area, one or more temporary or permanent sedimentation basins shall be constructed. Each sedimentation basin shall have a surface area of at least one percent of the area draining to the basin and at least three feet of depth and constructed in accordance with accepted design specifications. Sediment shall be removed to maintain a depth of three feet. The basin discharge rate shall also be sufficiently low as to not cause erosion along the discharge channel or the receiving water.
 - (3) For sites with less than ten acres disturbed at one time, silt fences, straw bales, or equivalent control measures shall be laced along all sideslope and downslope sides of the site. If a channel or area of concentrated runoff passes through the site, silt fences shall be placed along the channel edges to reduce sediment reaching the channel. The use of silt fences, straw bales, or equivalent control measures must include a maintenance and inspection schedule.
- D. Any soil or dirt storage piles containing more than ten cubic yards of material should not be located with a downslope drainage length of less than 25 feet from the top of the pile to a roadway or drainage channel. If remaining for more than seven days, they shall be stabilized by mulching, vegetative cover, tarps, or other means. Erosion from piles which will be in existence for less than seven days shall be

controlled by placing straw bales or silt fence barriers around the pile. In-street utility repair or construction soil or dirt storage piles located closer than 25 feet of a roadway or drainage channel must be covered with tarps or suitable alternative control, if exposed for more than seven days, and the storm drain inlets must be protected with straw bale or other appropriate filtering barriers.

Subd. 6. Storm Water Management Criteria for Permanent Facilities.

- A. An applicant shall install or construct, on or for the proposed land disturbing or development activity, all storm water management facilities necessary to manage increased runoff so that the two-year, ten-year, and 100-year storm peak discharge rates existing before the proposed development shall not be increased, and accelerated channel erosion will not occur as a result of the proposed land disturbing or development activity. An applicant may also make an in-kind or monetary contribution to the development and maintenance of community storm water management facilities designed to serve multiple land disturbing and development activities undertaken by one or more persons, including the applicant.
- B. The applicant shall give consideration to reducing the need for storm water management facilities by incorporating the use of natural topography and land cover such as wetlands, ponds, natural swales, and depressions as they exist before development to the degree that they can accommodate the additional flow of water without compromising the integrity or quality of the wetland or pond.
- C. The following storm water management practices shall be investigated in developing a storm water management plan:
 - (1) Natural infiltration of precipitation on-site, if located outside of areas considered sensitive to groundwater contamination;
 - (2) Flow attenuation by use of open vegetated swales and natural depressions;
 - (3) Storm water retention facilities; and,
 - (4) Storm water detention facilities.
- D. A combination of successive practices may be used to achieve the applicable minimum control requirements specified in Subsection (1) above. Justification shall be provided by the applicant for the method selected.

Subd. 7. Design Standards: Storm water detention facilities constructed in the City of Hilltop shall be designed according to standards approved by the City Engineer.

Subd. 8. Wetlands: Rules and regulations applicable to wetlands and set forth by the Minnesota Wetland Conservation Act and Federal Clean Water Act are hereby incorporated as if set out herein in full.

Subd. 9. Steep Slopes: No land disturbing or development activities shall be allowed on slopes of 18 percent or more.

Subd. 10. Models/Methodologies/Computations: Hydrologic models and design methodologies used for the determination of runoff and analysis of storm water management structures shall be approved by the City Engineer. Plans, specifications, and computations for storm water management facilities submitted for review shall be sealed and signed by a registered professional engineer. All computations shall appear on the plans submitted for review, unless otherwise approved by the City Engineer.

Subd. 11. Watershed Management and Groundwater Management Plans: Storm water management plans shall be consistent with adopted watershed management plans and groundwater management plans prepared in accordance with Minnesota Statutes Section 103B.231 and 103B.255 respectively, and as approved by the Minnesota Board of Water and Soil Resources in accordance with state law.

Subd. 12. Easements: If a storm water management plan involves direction of some or all runoff off of the site, it shall be the responsibility of the applicant to obtain from adjacent property owners any necessary easements or other property interests concerning flowage of water.